

**SUBJECT: Instructions for completing the online application for Academic Recognition of the foreign doctoral degree**

1. Register on the [portal](#);
2. Go to the menu (top right corner) and select Admissions> Evaluation Test;
3. Click on the blue button "Registration Evaluation Test";
4. Select "PhD Course"
5. Select the contest "Request for full recognition (ex equipollenza) Doctorates";
6. Attach a valid identity document;
7. Choose a preference among the PhD courses of the University of Pavia, comparable by affinity to your foreign degree;  
**N.B. The preference is expressed as an indication and not binding, the assignment to the competent Board will be made by the School of Higher Education Doctoral (SAFD);**
8. Insert the degree with which you intend to access the doctoral course (Master's Degree/ Old System);
9. Upload the required documentation to the "Qualifications" page;
10. Continue up to the "Competition Entry Summary" page, click on the "Payment Status" button to pay the fee of 60 €.

In the following table is available the detailed list of required documents and the type of attachment to be indicated during the upload of each document.

Title type	Type of document to upload	Note
Statement of Comparability	Attach the declaration of value issued by the Italian Embassy in the country where the qualification was obtained. Alternatively, you can attach the CIMEA Certificate of Comparability or the Diploma Supplement.	Compulsory
Curriculum vitae	Attach a complete <i>Curriculum vitae</i>	Compulsory
Copy of the academic title	Attach second-level academic degree with which you entered the foreign doctoral program <sup>1</sup>	Compulsory
PhD diploma	Attach the colour scan of the original. The Diploma must be legalized <sup>2</sup> or apostilled or accompanied by a Certificate of Verification of CIMEA.	Compulsory
PhD Thesis	Attach a copy of your PhD Thesis	Compulsory
Diploma supplement/Transcript of records	Attach the list of exams taken during the PhD program or the Diploma supplement.	Compulsory

**The results of the evaluation and subsequent instructions will be sent via email to the candidates.**

<sup>1</sup> By self-certification in accordance with Presidential Decree 445/2000 in the case of a degree awarded in Italy or in the case of a degree awarded abroad by an Italian or EU citizen. By certificate in Italian or English in the case of a degree obtained abroad by a non-EU citizen. Certificates in languages other than Italian or English must be accompanied by a sworn translation in one of those languages.

<sup>2</sup> Legalisation of documents is not required for Belgium, Denmark, the United Kingdom of Great Britain and Ireland, France, Ireland (Brussels European Convention 1987) and Germany (German-Italian Convention 1969); it is also not required for documents that present a method of electronic/digital verification of its veracity (QR code/code string).